

# milliard™ *User Guide & Care Instructions*

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READ BEFORE USE

Congratulations on the purchase of your new Milliard™ Lip Balm Crafting Kit! With the right balm recipe and this easy-to-use filling tray, you can fill your own lip balm tubes that are just as good, if not better, than the leading store brands.

## OVERVIEW

- This lip balm kit is designed to fill 50 dispenser tubes with your favorite home lip balm recipe.
- Tubes, labels, filler tray, and scraper tool are included to help get you started.
- Each tube holds approximately 0.15oz. of balm, and approximately 7½ ounces of lip balm mixture will fill all 50 tubes.
- The filling tray can accommodate many other brands of dispenser tubes, but we recommend Milliard Refill Tubes for a guaranteed fit.
- The filling tray and scraper are dishwasher safe for quick and convenient clean-up.
- The tray and accompanying materials are FDA approved and free of potentially harmful BPA contaminants.

## INSTRUCTIONS

1. If you haven't already, remove your filling tray, scraper, and the dispenser tubes from their packaging and press the open tubes into the bottom of the filling tray with the smooth side of the tray facing up. If you're not filling all 50 tubes, you can apply masking tape to cover the unused holes in the tray.
2. Choose your ingredients and roughly measure them out at your work area near your filling tray. Remember that it takes less than 8 ounces of lip balm to fill all 50 dispenser tubes, so you won't need a large amount of your materials.
3. Fill a medium-sized saucepan about halfway with water and place it on a stove or hot plate burner.
4. Add your base wax(es) and your carrier oil(s) to a separate heatproof container. A canning jar, a heat-resistant measuring cup, or a smaller saucepan or pot will do.
5. Place the container in the saucepan of water and bring it to a slow boil to melt the wax and oil together. **DO NOT** melt the wax directly in a heated pan to avoid fire and/or a very messy cleanup.
6. Once your wax has turned to liquid, you may remove the container from the hot water and add any of your essential oils and/or other ingredients. Don't forget to turn the stove or burner off!
7. Stir the mixture gently while it is still fluid, and if necessary, you may adjust the texture with extra oil for softness or wax for hardness.
8. Carefully pour your lip balm mixture into the center of the filling tray and disperse the mixture as needed to fill your tubes. Use the scraper to spread the balm evenly, if necessary, and to form a smooth, flat tip of balm on each tube.
9. Once the tubes are full, wait for them to cool before removing them from the tray and placing caps on them. Labels have also been included to seal and decorate your lip balm tubes as you like, with a labelling guide on the next page.
10. When finished with the tray, scrape any large portions of balm mixture off with the scraper, and then gently cleanse the tray with warm water and soap. The tray and scraper are also **dishwasher safe** for easier cleanup.

## LABELING

Some pre-printed labels have been included to apply a little flair to your finished lip balm tubes, but if you prefer to use your own personal designs, you can easily design and print your own labels with a home computer and inkjet printer. All you need is a basic design or word processing program and a creative mind. You can download our formatting template and also find recipes online from our website: <https://www.milliardbrands.com/milliard-lip-balm-kit-download> or you can scan the **QR code at right** with your smartphone to take you there automatically. If you prefer, you can format the labels yourself using the chart below to input dimensions. The instructions will help you get started by using Microsoft Word.



1. Open Microsoft Word on your computer.
2. Select “New” from the “File” tab menu.
3. Select “Blank document” and click “Create.”
4. Select the “Mailings” tab at top and click “Labels” in the menu.
5. Select “Full page of the same label” and click “Options.”
6. Select “New label” and input the information from the table at right.
7. Select “OK” and “OK” again to create the new template.
8. Now you can select your new document to add text and images.
9. Use the “Insert” tab menu at top to add text, pictures, clip art, shapes, and other designs to dress up your labels.
10. When you’re ready, insert your label sheet(s) to your printer tray and select “Print” from the “File” tab menu.

Once your labels are printed, you can easily peel them from the sheet and stick them to your lip balm tubes. Remember to wash your hands and clean the lip balm tubes before handling the labels to keep them as sticky as possible. Apply the labels with the tabs slightly overlapping the tube caps as a freshness seal when offering your lip balms as gifts to others.

Label Dimension Information	
16 Labels Per Sheet	
Top Margin	0.875in.
Left Margin	0.5in.
Right Margin	0.5in.
Bottom Margin	0.875in.
Vertical Pitch	2.375in.
Horizontal Pitch	1.9375in.
Label Height	2.125in.
Label Width	1.6875in.
Number Across	4
Number Down	4
Horizontal Spacing	0.25in.
Vertical Spacing	0.25in.
Page Size	8.5 x 11
Page Width	8.5in.
Page Height	11in.

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